Didja Know?



 As a government employee, we should be prudent travelers.



"What does that mean?" you ask.



When calling for your hotel reservation, you should always advise the reservation clerk that you must have a government room rate.



How do I even know what the Government Lodging Rate is?!?



As you are creating your Authorization in DTS, check the Expenses – Per Diem Entitlements...

Remember this screen?

(A060109_A01 Screen ID: 1022.1 Close Window Help for this screen Expenses Accounting Additional Options Review/Sign Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed									
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	88.00	88.00 GOVCC- Individual	In this example the Gvt Lodging Allowed rate is \$88. 54.00 Personal 88 / 54 NONE 54.00 Personal 88 / 54 NONE								
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	> <u>Edit</u>	> <u>Reset</u>	88.00	88,00 GOVCC- Individual									
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	88.00	88,00 GOVCC- Individual		88 / 54	NONE						
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	88.00	88,00 GOVCC- Individual		88 / 54	NONE						
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	0.00	0.00 GOVCC- Individual	40.50 Personal	88 / 54	NONE						

Reset All

Edit All

















If you do not request and receive the Government Lodging Rate you will be required to justify why you are asking for "Actual Lodging Expense".



But I didn't ask for a Government Rate when I booked my room.

I was charged a higher rate for my room.



Perhaps you should call the hotel and ask if they will correct their Lodging Rate on your bill.



Let the clerk know that you are required to get the Government Lodging Rate.



Request a corrected receipt for your voucher.



But what if the hotel will not cooperate and reduce my room rate?



Referring back to an earlier slide, you will need to justify the Actual Lodging Rate to your program manager.



If the Program Manager allows the higher rate, you will be required to make a change in DTS.

See the next slide......

Click Edit All

Screen ID: 1022.1

Close Window Help for this screen



Itinerary

Travel Expenses

Accounting Additional Options Review/Sign

RETURN TO LIST

Non-Mileage

Mileage

Per Diem Entitlements

Substantiating Records

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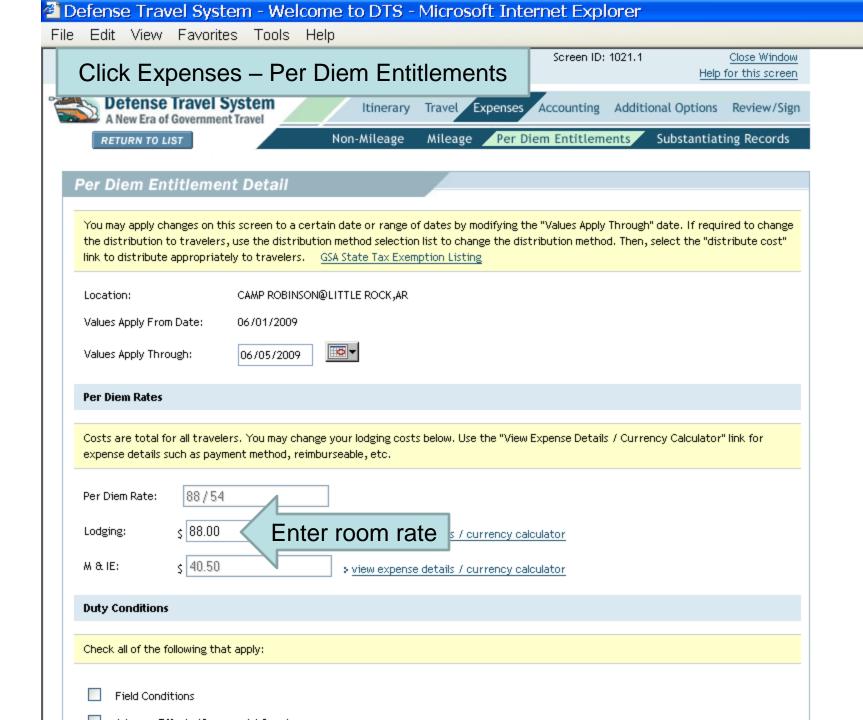
GSA State Tax Exemption Listing

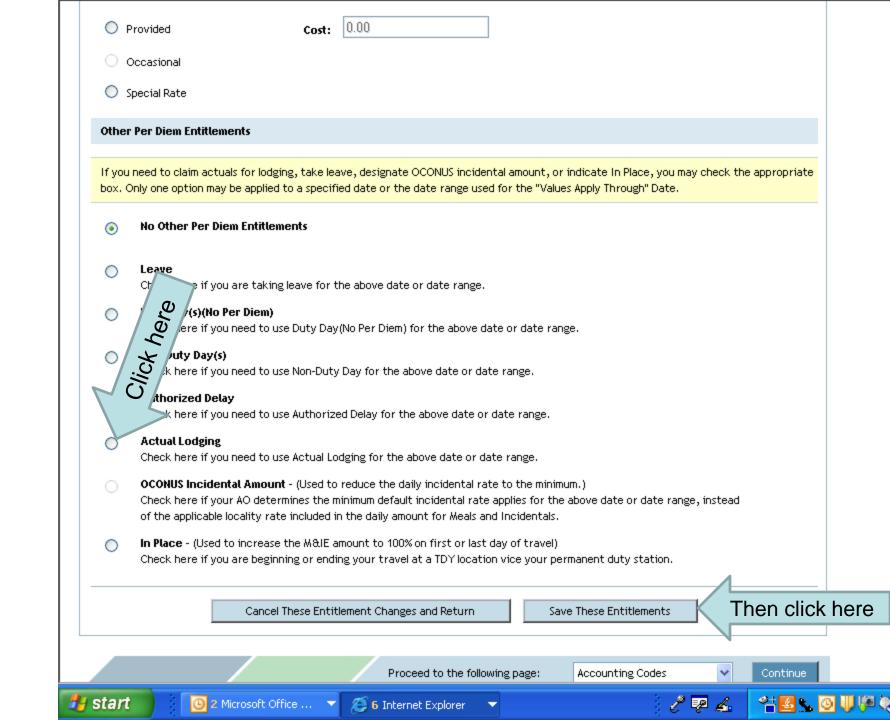
Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	В	L	D	Qtrs
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	> <u>Edit</u>	> <u>Reset</u>	88.00	88.00 GOVCC- Individual	40.50 Personal	88 / 54	NONE				
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06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> <u>Reset</u>	0.00	0.00 GOVCC- Individual	40.50 Personal	88 / 54	NONE				

Reset All

Edit All

Click





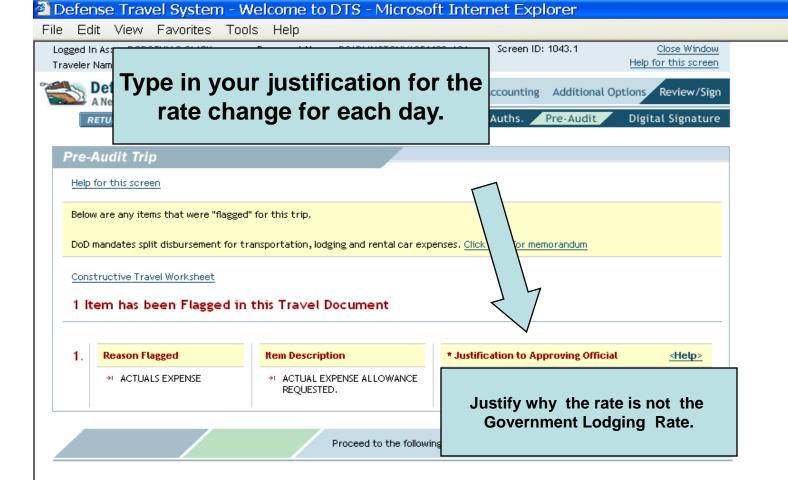
And now for the Disclaimer:



You only need to click on "Actual Lodging" if the rate is above the Government Rate.

When you are going through your normal Digital Signature process, you will ultimately be directed to the "Pre-Audit" page.

The next screen shot shows what you will see and need to do to satisfy the Flag you got when you changed the lodging rate.





Actual Expenses are for Mission Essential requirements.

Reviewers are responsible to insure that the travelers are being prudent too!



Let's make it right! Everyone must protect our assets.



Hey, didja know that sometime in the near future we will be adding all the Didja Know tidbits on the HRO website?

Yep! We are here to help!